

## **Program A: Management and Finance**

Program Authorization: La. Const. Art. IX, Sec. 7; R.S. 36:8, 607

### **Program Description**

The mission of the Management and Finance Program is to implement sound fiscal and personnel policies and practices; manage contracts and grants; provide central procurement, computer and communication services; provide public information services and perform various other internal services to meet the operational, functional, and administrative needs of the department. In addition to the foregoing typical management and finance services, the Wildlife and Fisheries Management and Finance Program provides two additional and unique services: the program conducts socioeconomic research related to wildlife and fisheries issues; and the program issues various licenses and registrations to the public. The goals of the program are, 1) to improve internal controls and compliance with all legal, financial, and operational requirements, 2) to employ the most sound management, financial, and human resource

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$189,519	\$189,519	\$189,519	\$189,519	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	4,300	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	7,968,545	6,757,570	7,051,810	7,302,380	7,415,184	363,374
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	488,804	1,213,291	1,365,834	1,213,291	1,163,291	(202,543)
TOTAL MEANS OF FINANCING	<b>\$8,461,649</b>	<b>\$8,160,380</b>	<b>\$8,607,163</b>	<b>\$8,705,190</b>	<b>\$8,767,994</b>	<b>\$160,831</b>
EXPENDITURES & REQUEST:						
Salaries	\$2,414,580	\$2,501,260	\$2,552,923	\$2,632,244	\$2,590,130	\$37,207
Other Compensation	115,349	84,889	84,889	84,889	84,889	0
Related Benefits	630,436	1,743,553	667,397	742,837	723,038	55,641
Total Operating Expenses	4,568,762	2,372,162	3,878,437	3,926,130	4,083,784	205,347
Professional Services	15,967	22,903	14,330	640	640	(13,690)
Total Other Charges	595,013	1,296,448	1,259,472	1,167,377	1,170,220	(89,252)
Total Acq. & Major Repairs	121,542	139,165	149,715	151,073	115,293	(34,422)
TOTAL EXPENDITURES AND REQUEST	<b>\$8,461,649</b>	<b>\$8,160,380</b>	<b>\$8,607,163</b>	<b>\$8,705,190</b>	<b>\$8,767,994</b>	<b>\$160,831</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	78	78	78	78	76	(2)
Unclassified	3	2	2	2	3	1
<b>TOTAL</b>	<b>81</b>	<b>80</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>(1)</b>

## SOURCE OF FUNDING

This program is funded with State General Fund, Statutory Dedications and Federal Funds. Statutory Dedications are derived from severance taxes, royalties on land and minerals, leases, etc. and distributed into the Conservation Fund created by Act 127 of 1912, the Marsh Island Operating Fund created by Act 62 of 1971, the Rockefeller Wildlife and Refuge and Game Preserve Fund created by Act 321 of 1972, the Seafood Promotion and Marketing Fund created by Act 230 of 1984 and the Louisiana Duck Stamp Fund created by Act 632 of 1988. These Statutory Dedications are used for the various activities that comprise support services for the Department provided by this office. (Per R.S. 39:36B. (8), see table below for a listing of expenditures out of each statutory dedication fund.) The Federal Funds are derived from the National Marine Fisheries, U.S. Fish and Wildlife Service, Clean Vessel Act. These funds are used for the overall management and support services of the Department, as well as research and other federal projects.

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Conservation Fund	\$7,844,034	\$6,649,345	\$6,943,585	\$7,194,155	\$7,306,959	\$363,374
Louisiana Duck Stamp Fund	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$0
Marsh Island Operating Fund	\$21,505	\$26,042	\$26,042	\$26,042	\$26,042	\$0
Rockefeller Wildlife Refuge & Game Preserve Fund	\$66,290	\$45,467	\$45,467	\$45,467	\$45,467	\$0
Seafood Promotion and Marketing Fund	\$25,716	\$25,716	\$25,716	\$25,716	\$25,716	\$0

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$189,519</b>	<b>\$8,160,380</b>	<b>80</b>	<b>ACT 12 FISCAL YEAR 2001-2002</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$24,240	0	Carry forward BA-7 for Legal Fees for an EEOC Action and for equipment that could not be delivered prior to June 30.
\$0	\$152,543	0	Carry forward BA-7 for 51 contracts for the Fish Trip Log Books which could not be completed prior to June 30 and are paid for from Federal Funds.
\$0	\$270,000	0	Provides funding from the Conservation Fund for the annual payment of the automated licensing system (\$250,000) and the distribution of the annual fishing regulation pamphlet (\$20,000).
<b>\$189,519</b>	<b>\$8,607,163</b>	<b>80</b>	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$0	\$43,778	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$0	\$45,970	0	Classified State Employees Merit Increases for FY 2002-2003
\$0	\$36,206	0	Risk Management Adjustment
\$0	\$151,073	0	Acquisitions & Major Repairs
\$0	(\$139,165)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$176,783)	0	Non-Recurring Carry Forwards
\$0	(\$8,889)	0	Legislative Auditor Fees
\$0	\$8,654	0	UPS Fees
\$0	\$73,399	0	Salary Base Adjustment
\$0	(\$122,600)	0	Attrition Adjustment
\$0	(\$35,780)	0	Salary Funding from Other Line Items
\$0	\$37,631	0	Group Insurance Adjustment
\$0	\$2,167	0	Civil Service Fees
\$0	(\$38,045)	(1)	Gubernatorial Position Reduction
\$0	\$200,000	0	Other Adjustments - Enhancements to the Automated Sports License Issuance System via keyboards for faster service for data entry changes
---	\$30,000	0	Other Adjustments - Provides funding for the printing of more Oysters Tags from the Oyster Tag Fund
\$0	\$14,772	0	Other Adjustments - Provides funding for the Civil Service reallocation of 2 positions in the Socioeconomics Section
\$0	\$13,531	0	Other Adjustments - Provides funding per the group benefits calculations

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$24,412	0	Other Adjustments - Provides funding for the Civil Service pay adjustment for accountants
\$0	\$18,676	0	Other Adjustments - Administrative Law Judges
\$0	(\$18,176)	0	Means of financing substitutions - Provide Conservation Funds for Federal Funds as the Oyster Shell Recovery Grant ends June 30, 2002
<b>\$189,519</b>	<b>\$8,767,994</b>	<b>79</b>	<b>TOTAL RECOMMENDED</b>
<b>(\$189,519)</b>	<b>(\$189,519)</b>	<b>0</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$0</b>	<b>\$8,578,475</b>	<b>79</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE:
\$189,519	\$189,519	0	All of the General Fund provided for administrative law hearing
<b>\$189,519</b>	<b>\$189,519</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT UPON RENEWAL OF THE SUSPENSION OF EXEMPTIONS TO THE 1% SALES TAX BASE</b>
<b>\$189,519</b>	<b>\$8,767,994</b>	<b>79</b>	<b>GRAND TOTAL RECOMMENDED</b>

## **PROFESSIONAL SERVICES**

\$640 Willard, Brian, Babin & William Norfolk - legal services

**\$640 TOTAL PROFESSIONAL SERVICES**

## OTHER CHARGES

\$81,300	Plaquemines Parish Council - CFMS # 541364, 541365, 541366 - renovation, operation and maintenance of boat harbor
\$175,000	Gulf States Marine Fisheries Commission - Trip Tickets
\$29,027	Terrebonne Parish Consolidated - CFMS # 554301 - pump out station construction
\$2,666	Mariner's Village Marina - CFMS # 547512 - pump out station construction
\$16,596	Plum Orchard Park, LLC - CFMS #568496 - Renovation, operation and maintenance of boat harbor
\$22,500	Marina Beau Chene Association - CFMS # 573193 - pump out station
\$84,767	Contracts with various individuals to participate in the fishing trip log book activity
\$117,000	Bucktown Marina - Pump out stations
\$78,700	City of Monroe - Pump out stations

**\$607,556 SUB-TOTAL OTHER CHARGES**

**Interagency Transfers:**

\$48,065	Legislative Auditor
\$38,995	Civil Service - personnel services for the Office of the Secretary
\$3,161	Civil Service - Comprehensive Public Training Program (CPTP) for the Office of the Secretary
\$7,809	Civil Service - personnel services for the Office of Management and Finance
\$599	Civil Service - Comprehensive Public Training Program (CPTP) for the Office of Management and Finance
\$33,135	State Treasury
\$34,084	Division of Administration - Uniform Payroll System (UPS) expenses
\$336,133	Division of Administrative Law
\$60,683	Risk Management

**\$562,664 SUB-TOTAL INTERAGENCY TRANSFERS**

**\$1,170,220 TOTAL OTHER CHARGES**

## ACQUISITIONS AND MAJOR REPAIRS

\$115,293 Replacement office furniture, database server, PCs, Compaq Laptop, work stations, printers, file cabinets, and software. New optical jukebox, port switch, NT server, PC SAS licenses, form builder, optical standalone drive for backups, computer software, and new books and VHS tape sets for Library check out program.

**\$115,293 TOTAL ACQUISITIONS AND MAJOR REPAIRS**